

By-Laws of the District 7 Juvenile Justice SUDS Executive and Implementation Committees

Article I: Name

The name of this organization shall be the “District 7 Juvenile Justice SUDS (substance use delivery system) Executive and Implementation Committees”.

Article II: Purposes and Functions

Section 1: Purposes

The purpose of the District 7 Juvenile Justice SUDS Executive and Implementation Committees will be to develop and implement a cost effective, district wide, substance abuse system to reduce substance abuse and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for service. Furthermore, a specific goal is empowering juveniles and their families to support a positive lifestyle by providing strength-based treatment and rehabilitative services tailored to the needs of the family and juvenile.

The District 7 Juvenile Justice SUDS Executive and Implementation Committees has five goals.

- Promote public safety by reducing substance abuse and delinquent activity among juvenile offenders.
- Address the family’s social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them with appropriate services.
- Improve juvenile’s school performance and attendance.
- Strengthen the families of participants by improving the capacity of families to provide structure and guidance to their children.
- Reduce reliance on detention by improving juvenile’s level of functioning by providing the juvenile with skills that will aid them in leading productive, substance-free and crime-free lives.

Section 2: Responsibilities of SUDS Executive Committee

1. Elect a chairman and designate one of the ten counties as a fiscal agent and contracting authority.
2. Hire/fire a SUDS project director as recommended by the SUDS Implementation Committee.
3. Review and approval of the SUDS Implementation Committee recommendations regarding a Chairman of the Implementation committee, and the Implementation Committee’s selection of treatment providers and signing contracts or MOU’s with recommended treatment providers
4. Review and approve the District Wide Comprehensive SUD services plan recommended by the Implementation Committee that addresses intake,

assessment. Level of service, service authorization, service delivery, payment authorization, service coordination, continuous case management, and best practice standards.

Section 3: Functions of SUDS Implementation Committee

1. Advertise, screen potential applicants for project director, select applicants to interview, interview applicants, and recommend a project director for approval by the SUDS Executive committee.
2. Develop a District Wide Comprehensive SUD services plan that includes Intake, Assessment, Level of Service, Service Authorization, Service Delivery, Payment Authorization, Service Coordination and Continuous Case Management.
3. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 7.
4. Oversee and develop standards of best practice for the District 7 Juvenile Justice SUDS operations.
5. Oversee and collect performance measures as outlined by IDJC (Idaho Department of Juvenile Corrections), to include; Treatment Status, Treatment Outcome, Supervision Status, and Risk Level.
6. Provide quarterly Financial and Quarterly Outcomes reporting as required by IDJC.

Article III: Membership (See attached organizational Chart)

SUDS EXECUTIVE COMMITTEE - Membership shall consist of the 10 county commission chairman or their designee, and 9 juvenile judges

SUDS IMPLEMENTATION COMMITTEE - Membership shall consist of Probation Directors or Chief JPO's from each of the 10 Counties in the Seventh Judicial District (Bingham, Bonneville, Jefferson, Madison, Fremont, Teton, Lemhi, Custer, Butte, Clark), IDJC District Liaison, DHW Children's Mental Health Designee, Juvenile problem solving Court Coordinators, a designee from each of the Detention Centers within our District and the Trial Court Administrator. The Implementation committee will nominate and elect a chairperson to be approved by the Executive Committee. The District 7 Juvenile Justice SUDS Project Director, in conjunction with the chairperson, will prepare a monthly agenda and prepare the monthly minutes from the previous meeting.

1. Bingham County-Shawn Hill or designee
2. Bonneville County-Meri Bybee or designee
3. Jefferson County-Tammy Adkins or designee
4. Madison County-Kirk Mace or designee
5. Fremont County-Darrin Burrell or designee
6. Teton County-Sara Willers or designee
7. Lemhi County-Katy Smith or designee
8. Custer County-Aletia Straub or designee
9. Butte County-Teresa Kraczek or designee

10. Clark County-Darrin Burrell or designee
11. IDJC District 7 Liaison-Shane Boyle
12. DHW Children's Mental Health-Dave Peters or designee
13. 3B Detention Center-Brian Walker or designee
14. 5C Detention Center-Nicky Chavez or designee
15. Lemhi County Detention-designee
16. Eric Olsen-Juvenile Problem Solving Court Coordinator
17. Jessica Gardner-Juvenile Problem Solving Court Coordinator
18. District 7 Trial Court Administrator-Burt Butler

Article IV: Meetings

The District 7 Juvenile Justice SUDS Implementation Committee shall meet in conjunction with the Juvenile Drug/Mental Health Court Problem-Solving Court Implementation Committee that currently meets on the 2nd Wednesday of every month at 10:00 am in the Bonneville County Courthouse. Special meetings may be called by any member of the District 7 Juvenile Justice SUDS Implementation Committee as needed by requesting such a meeting with the chairperson.

This committee will be chaired by an elected member of this committee by a majority vote. The chairperson presides at all meetings and works closely with the Probation Directors or Designee to maximize the function of this Committee.

Article V: Voting

The District 7 Juvenile Justice SUDS Implementation Committee will use a decision making protocol and problem solving protocol that discusses and reviews issues until everyone's opinions are heard and understood, especially opposing opinions. The decision is made with a simple majority vote (one more than half the members present) and when the group says they can live with the decision of that vote.

The Chairperson will ensure that every member has been informed and given the option to attend the meeting prior to a decision or problem being voted on. This allows the more rural members to be involved in the process.

The District 7 Juvenile Justice SUDS Committee is dedicated to working as a team to resolve problems that may be presented by any member of the committee.

Article VI: Operational Protocols

The District 7 Juvenile Justice SUDS Implementation Committee will prepare a District Wide Plan that includes the Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections through attached documents for the review and approval of the SUDS Executive Committee.

PROPOSED DISTRICT 7 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

The Probation Director's /Chief JPO's in District 7 do not have the time or the ability to take on overseeing the necessary requirements of this project without additional assistance. We as a District believe that we can better serve juveniles if we have one point of contact for the referrals from each of our 10 counties and one point of contact for the providers to funnel information through. Therefore, District 7 SUDS Executive and Implementation Committees is proposing using 10% of our districts allocation to hire a Project Director who will assist with implementation and follow-up of the proposed plan and oversee the coordination of the referrals from each of the counties to an approved provider for services. Bonneville County has agreed, and the SUDS Executive and Implementation committees and all members support Bonneville County acting as the Host County for any District actions and will act as the fiscal agent and contracting authority for the Project Director. We are also proposing that each county contributes a percentage of the newly received lottery dollars to front \$55,000 for the initial year of project director/assessment expenses while the reimbursement process can be established and to cover initial start up costs for this project. Below we have outlined each of the areas designated in the IDJC District Guidelines;

INTAKE:

- 1. Identify Potential Clients/Initial Screening:** Each County Probation Department will administer the GAIN SS or GAIN Q to identify those juveniles needing further Assessment and administer the YLS/CMI risk assessment tool to determine risk level.
 - a.** The Project Director will ensure that the Rural Counties not trained to use the GAIN SS are trained to use this tool so they may be able to identify potential referrals to this system.
 - b.** County JPO will utilize current County systems to meet the needs of those not needing further assessment.
 - c.** If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the Project Director (Counties with Department Supervisors will receive packet from JPO and Supervisor will forward to Project Director) for eligibility of funding;
 - (1)** DISTRICT 7-JJSUDS Referral Form
 - (2)** BPA-Client Intake Form
 - (3)** BPA-Financial Eligibility Form
 - (4)** BPA-CJC Release of Information
 - (5)** BPA-GPRA Consent Form
 - (6)** GAIN SS/GAIN Q & YLS/CMI-
 - d.** The Counties in District 7 will use the juvenile IJOS Number as the unique client Id on the required paperwork.
 - e.** The Project Director will then ensure appropriateness of paperwork and to start the Assessment.

- 2. Initial Assessment:** District 7 is proposing using an independent Assessment System where the agency providing Treatment will not be the one completing the assessment. The SUDS Executive and Implementation Committees are proposing a District Wide assessment process, however, due to the remote location of several of our Counties (Teton, Clark, Butte, Custer and Lemhi) if we are unable to find a independent qualified assessor in those locations, the project director will use the BPA approved facility in their area to obtain the Gain-I Assessment.
- a. The Assessment will be performed by a Qualified Provider trained in the GAIN-I Assessment, if not a BPA approved Provider. The Implementation Committee will on a quarterly basis provide the quality assurance checks on the assessment process for the Independent Assessor's not BPA approved. District 7 SUDS Executive Committee will establish MOU's with those individual's or agencies providing the GAIN-I Assessments that are not BPA approved facilities.
 - b. The Assessment can be provided in a County building in the County the juvenile resides in to accommodate the juvenile and family by both BPA approved and County approved providers.
 - c. Project Director will approve the assessment process and assign the assessment to the appropriate Individual to complete the assessment. If it is the independent assessor, Bonneville County will pay the Assessor and submit requests for reimbursement to the Department of Juvenile Corrections on a monthly basis. If the Assessment is to be completed by a BPA approved provider, the Project Director will approve an Authorization for services to the provider working with that County and will fax the required Intake packet along with the voucher to BPA for the initial assessment.
 - d. The current rate matrix for the Assessment is \$11.81/15 minute unit or \$47.24/hour, Maximum units allowed are 14 or 3.5 hours for a charge of \$165.34. District 7 SUDS Executive Committee is proposing paying the Independent Assessor \$150.00 per assessment from the billable service allowed and using the remaining \$15.34 along with a \$25.00 program fee charged to each family to assist with the costs for mileage to pay the Assessor to travel to the County of residence.
 - e. The GAIN I assessment needs to be completed within 30 days of referral and returned to the Project Director. The Project Director, will notify the referring County and provide a copy to the referring County.
- 3. Determining Level of Service & RSS Needs:** Project Director will work with referring County and family to determine the Level of Service (Level 1, Level II.1, Drug Court, Medicaid, ATR, etc.) and Recovery Support Services needed based on the Gain-I assessment and resources available in the County the juvenile resides.. Currently, the transportation limit of 1600 miles per year is not sufficient to cover transportation costs for the rural counties who must travel 60 or more miles one way for treatment. We are proposing to use the rate matrix of \$1.11/mile, but allow the Project Director and County to determine the maximum transportation costs for each juvenile if they are needed.
- a. The project director will work with the 10 counties to determine the level of services and RSS services needed for those juveniles who will continue in treatment as of July 1st, 2011.

- b. District 7 County Probation Offices will provide the necessary Drug Testing for the juveniles in treatment.

SERVICE COORDINATION:

4. **Service Plan including RSS developed, approved and authorized:** Project Director will work with referring County, provider and family to develop the service plan. Once the service plan is completed the Project Director will fill out the appropriate Authorization Form.
 - a. Project director will fax the required intake packet if not already done for assessment, to BPA with the Authorization approving services.
 - b. Project Director will fax the assessment along with the approved Authorization for services to the Provider, who at that point is approved to start providing services.
5. **Service Authorization:** The Counties will utilize the approved Authorization Form developed by DJC and BPA which will include; the Level of service provided the limits of authorization as outlined on form.
 - a. District 7 SUDS Implementation Committee will only be approving authorizations for 90 days at a time and will review services every 90 days.
6. **Service Delivery:** The District 7 Juvenile Justice SUDS Executive Committee will use a current BPA approved provider, however, the SUDS Executive and Implementation committees will also be requesting MOU's with providers that will include a service delivery plan for juveniles that includes a family component and is more individual and family session focused than group focused. The Project Director will work with the rural counties to establish treatment in areas that do not currently have a juvenile approved provider.
 - a. The provider will send documentation of missed appointments, updates and concerns to the project director.
 - b. The County will notify the project director and/or treatment provider of any positive UA's or information relevant to the juvenile's treatment.
 - c. The project director will notify and work with the referring county on ensuring the juvenile and families are complying with treatment needs.
7. **Payment Authorization:** The provider will submit copies of the billings submitted to BPA to the Project Director on a monthly basis. The Project Director will assist the District in fiscal oversight and management of funds.
8. **Continuous Case Management:** The project director will work with the District 7 JJ SUDS Implementation Committee, referring counties, providers and families to ensure progress in treatment is being made and report to the Implementation Committee on upcoming renewal of plans requiring additional Re-Authorization for services. Project Director will work with the Counties and the provider to determine continuation or discontinue services as needed on each juvenile.

- a. After staffing the case with the providers and County, the project director will fax the appropriate form to BPA, Provider and Probation that either re-authorizes continued treatment or discharge from treatment.
- b. The Project Director will update the District 7 Juvenile Justice SUDS Implementation Committee on a Monthly basis at the regularly schedule meetings regarding, referrals, money spent, approvals, any other pertinent information.

9. Treatment Resource Allocation Plan:

Level of Service	Rate Matrix	Other JJ	520(i)	Medicaid 30% Match	Allocation of Funds
Assessment	\$11.81/15 min	0	122	0	\$ 20,178.80
<u>Case Management</u>					
*Clinical	\$12.86/15 min	0	0	0	\$ 19,928.00
*Basic	\$11.81/15 min	0	9	0	
*Intense	\$11.81/15 min	0	10	0	
<u>Level 1 outpatient</u>					
*Education	\$ 3.94/15 min	0	2		\$ 400.00
*Group	\$ 5.91/15 min	0	55	30	\$ 76,500.00
*Individual	\$11.81/15 min	0	55	30	\$153,000.00
<u>Level 2 Intensive OP</u>					
*Education	\$ 3.94/15 min	0	1		\$ 200.00
*Group	\$ 5.91/15 min	0	21	10	\$ 37,200.00
*Individual	\$11.81/15 min	0	21	10	\$ 65,100.00
Transitional Housing	\$136.50/day	0	1	0	\$ 6,639.30
Safe & Sober Housing	\$70.00/day	0	0	0	\$0
Residential Treatment	\$189.00/day	0	4	0	\$ 22,680.00
Family Therapy	\$14.20/15 min	0	71	40	\$102,675.90

Transportation	\$1.11/mile	0	14	0	\$ 25,472.00
Drug Testing	\$13.50/test	0	0	0	\$0
Life Skills Ed	\$2.50/15 mi	0	0	0	\$0

- 10. Performance Measures:** The Project Director will track progress and report to the District 7 Juvenile Justice SUDS Implementation Committee and IDJC the performance Measures as outlined by IDJC on a quarterly basis for each of the counties in District 7;
- a. Treatment Status** of each juvenile served during the quarter: Date treatment started, level(s) of service; # of days in treatment or service units provided, successful/unsuccessful completion of services paid by this program.
 - b. Treatment outcome:** Juvenile exhibiting the desired change as evidenced by days without use and days without subsequent adjudication.
 - c. Supervision status** of juvenile: probation status, commitment to IDJC or other.
 - d. Offense Status:** Juvenile arrested or seen by a court for a new delinquent offense (not probation violations)
 - e. Risk Level:** pre-post YLS/CMI surveys.
 - f. TEDS and NOMS information** will be provided by BPA.